

## **WEST DUNBARTONSHIRE HEALTH & SOCIAL CARE PARTNERSHIP BOARD**

At a Meeting of the West Dunbartonshire Health and Social Care Partnership Board held in Committee Room 3, Council Offices, Garshake Road, Dumbarton, on Wednesday, 25 May 2016 at 10.00 a.m.

### **Present:**

**Voting Members:** Gail Casey (Chair), Ros Micklem (Vice Chair), Allan Macleod Jonathan McColl and Martin Rooney.

### **Non-Voting Members:**

Jeanne Middleton, Chief Finance Officer; Kenneth Ferguson, Clinical Director; Wilma Hepburn, Professional Nurse Advisor; Jackie Irvine, Chief Social Work Officer; John Kerr, Professional Advisor, Housing; Diane McCrone, NHS Staff Side Co-Chair; Anne McDougall, Chair of Local Engagement Network – Clydebank; Kim McNabb, Service Manager, Carers of West Dunbartonshire; Selina Ross, Chief Officer of West Dunbartonshire Council for Voluntary Services; Janice Miller, Professional Advisor, Allied Health Professional; and Martin Perry, Acute Consultant, NHS Greater Glasgow & Clyde.

**Attending:** John Russell, Head of Mental Health, Learning Disability & Addictions; Soumen Sengupta, Head of Strategy, Planning and Health Improvement; Chris McNeill, Head of Community Health & Care; Serena Barnett, Head of People and Change; Nigel Ettles, Principal Solicitor, Legal, Democratic and Regulatory Services and Nuala Borthwick, Committee Officer, West Dunbartonshire Council.

**Apologies:** Apologies for absence were intimated on behalf of Heather Cameron (voting member); Neil McKay, Chair of Locality Group – Alexandria & Dumbarton; and Keith Redpath, Chief Officer.

### **Gail Casey in the Chair**

### **CHAIR'S REMARKS**

The Chair drew the Partnership Board's attention to the West Dunbartonshire Council Employee Recognition Event that took place on 22 March 2016, and specifically the award categories that were won by Health & Social Care Partnership staff and services, as undernoted:-

- Ronnie Reardon, who works with the Youth Mentoring Team and won Employee of the Year;
- Sean McAdam, who works at Dumbarton Day Centre and won the Young Ambassador Award;

- Mary Angela McKenna, who works with Community Older People's Team as Team Manager who won Team Leader of the Year;
- The Alternative to Care Team who won Team of the Year; and
- The Hospital Discharge Team who won Outstanding Achievement Award.

Thereafter, all Members joined the Chair in congratulating all winners and their teams for both their continued commitment and contributions to providing high quality services on behalf of the Partnership Board.

### **DECLARATIONS OF INTEREST**

It was noted that there were no declarations of interest in any of the items of business on the agenda at this point in the meeting.

### **MINUTES OF PREVIOUS MEETING**

The Minutes of Meeting of West Dunbartonshire Health & Social Care Partnership Board held on 17 February 2016 was submitted and approved as a correct record.

### **MEMBERSHIP OF THE PARTNERSHIP BOARD**

A report was submitted by the Head of Strategy, Planning & Health Improvement requesting the appointment of a nominated non-voting member of the Partnership Board.

Having heard the Chair, the Partnership Board agreed:-

- (1) to appoint the Health & Social Care Partnership's new Clinical Director, Dr Kenneth Ferguson, as a non-voting member of the Partnership Board;
- (2) to note that this would be Ros Micklem's last meeting as both Vice-Chair and a member of the Partnership Board as her term in office as a Non-Executive Director of NHS Greater Glasgow & Clyde was nearing its end; and
- (3) that the Chief Officer would bring a further report to the Partnership Board once the Health Board had formally confirmed both a successor for the post and which of the NHS Greater Glasgow & Clyde Non-Executive Directors would be the Vice Chair of the Partnership Board.

### **CODE OF CONDUCT**

A report was submitted by the Strategic Lead – Regulatory:-

- (a) advising of the template for a Code of Conduct for Integration Joint Boards which had been produced by the Scottish Government; and

- (b) seeking agreement that the template Code of Conduct be adopted by the Partnership Board.

The Partnership Board agreed to adopt the template Code of Conduct as its own draft Code of Conduct.

### **CONSULTATION ON PROPOSED CHANGES TO GP OUT OF HOURS DRUMCHAPEL SERVICE**

A report was submitted by the Chief Officer advising of the proposal by NHS Greater Glasgow & Clyde to move the GP Out of Hours Service from Drumchapel Hospital to Gartnavel Hospital.

After discussion, Gail Casey, seconded by Martin Rooney, moved:-

That Officers prepare a formal response on behalf of the Partnership Board, in consultation with the Chair, in support of GP Out of Hours Service remaining at Drumchapel Hospital.

As an amendment, Ros Micklem, seconded by Allan MacLeod, moved:-

That Officers prepare a formal response on behalf of the Partnership Board, advising that it is not yet in a position to comment on the proposals to move the GP Out of Hours service in advance of the completion of the board wide review of Out of hours services.

On a vote being taken, 2 members voted for the amendment and 3 for the motion, which was declared, carried.

The Partnership Board also agreed that, given the ongoing investment in services at Gartnavel Hospital, a report on the Health Board's proposals for the Drumchapel site be brought back to the Partnership Board for information as soon as possible.

### **HEALTH & SOCIAL CARE PARTNERSHIP ANNUAL PERFORMANCE REPORT 2015/16**

A report was submitted by the Head of Strategy, Planning & Health Improvement presenting the first Annual Performance Report for the Health & Social Care Partnership, including a complaints management overview.

After discussion and having heard the Head of Strategy, Planning & Health Improvement, the Head of Community Health and Care and the Chief Social Work Officer in further explanation of the report and in answer to Members' questions, the Partnership Board agreed:-

- (1) to approve the Annual Performance Report for publication; and

- (2) to note that financial information in the table on page 39 of the Annual Performance Report required to be updated.

### **INTEGRATED CARE FUND – END YEAR REPORT 2015/16**

A report was submitted by the Head of Community Health and Care presenting the West Dunbartonshire Integrated Care Fund – End Year Report 2015/16.

After discussion and having heard the Head of Community Health and Care in further explanation of the report, the Partnership Board agreed to endorse the West Dunbartonshire Integrated Care Fund – End Year Report 2015/16 for submission to the Scottish Government.

### **EQUALITY ACT 2010 MAINSTREAMING REPORT**

A report was submitted by the Head of Strategy, Planning & Health Improvement providing information on the Mainstreaming Report prepared with respect to the obligations placed on Integration Joint Boards by the Equality Act 2010.

After discussion and having heard the Head of Strategy, Planning & Health Improvement in further explanation of the report, the Partnership Board agreed to endorse the Mainstreaming Report in order to appropriately meet specified milestones in relation to the Equalities Act 2010.

### **CHIEF SOCIAL WORK OFFICER’S ANNUAL REPORT 2015-2016**

A report was submitted by the Chief Social Work Officer presenting the West Dunbartonshire Chief Social Work Officer’s Annual Report for the period 1 July 2015 to 31 March 2016. This report covers the first 9 months of the Health and Social Care Partnership.

After discussion and having heard the Chief Social Work Officer, the Head of Strategy, Planning & Health Improvement and the Head of Community Health and Care in further explanation of the report and in answer to Members’ questions, the Partnership Board agreed:-

- (1) to note the Chief Social Work Officer’s Annual Report with its associated appendices; and
- (2) to note that the Annual Report would be presented to the next meeting of West Dunbartonshire Council on the 29 June 2016.

## **VALEDICTORY FOR VICE CHAIR – ROS MICKLEM**

At this point in the meeting, the Chair advised the Partnership Board that this would be the last meeting of the Board that the Vice Chair, Ros Micklem, would attend and took the opportunity to thank Ms Micklem for her role as Vice Chair of the Board and Chair of the Audit Committee, advising that Ros had been both encouraging and inquisitive in her approach to the full and considerable gamut of functions, services and funding that Members of the Partnership Board have responsibility for.

On behalf of the Partnership Board, the Chair wished Ms Micklem well in her future endeavours.

## **ADJOURNMENT**

At the request of the Chair, the Partnership Board agreed to adjourn at 11.58 a.m. for a short period of time.

The Partnership Board reconvened at 12.07 p.m. with all Members shown on the sederunt in attendance with the exception of Jonathan McColl, Ros Micklem, Anne MacDougall and Martin Perry.

## **WEST DUNBARTONSHIRE HEALTH & SOCIAL CARE PARTNERSHIP CLINICAL CARE GOVERNANCE REPORT 2015/16**

A report was submitted by the Head of Strategy, Planning & Health Improvement:-

- (a) providing information on the West Dunbartonshire Health & Social Care Partnership Clinical Governance Annual Report 2015/16; and
- (b) drawing attention to the National Clinical Strategy.

After discussion and having heard the Head of Strategy, Planning & Health Improvement, in further explanation of the report and in answer to Members' questions, the Partnership Board agreed:-

- (1) to note the West Dunbartonshire Health & Social Care Partnership Clinical Governance Annual Report 2015/16; and
- (2) to note the National Clinical Strategy for Scotland.

## **YEAR END FINANCIAL REPORT 2015/16 (1 APRIL 2015 TO 31 MARCH 2016)**

A report was submitted by the Chief Financial Officer providing an update on the financial performance and capital work progress of West Dunbartonshire Health & Social Care Partnership for financial year 1 April 2015 to 31 March 2016.

After discussion and having heard the Chief Financial Officer and the relevant officers in further explanation of the report and in answer to Members' questions, the Partnership Board agreed:-

- (1) to note the added complexity of reporting the financial performance of the Community Health & Care Partnership and Health & Social Care Partnership due to the in-year establishment of the formal arrangements;
- (2) to note the contents of the report showing a year end underspend of £226.9m and £491.2m for the period from 1 July 2015, highlighting a favourable movement of £402.5m when compared to the previous reporting period forecast overspend of 145.5m;
- (3) to note the key requirement for the Health & Social Care Partnership Senior Management Team to continue to implement the recovery plan to address the projected overspends;
- (4) to note that elements of corrective actions already in place as described within the report;
- (5) to note that the reported budget position of NHS Greater Glasgow & Clyde Health Board Acute Services Set Aside notional budget; and Hosted Services covering both Health Board Acute Services and Council Housing services;
- (6) to note the current position regarding capital work progress on projects; and
- (7) to approve the Health Care budget virements of £0.025m as described under section 3.2 of the report.

Note: Jonathan McColl returned to the meeting during consideration of this item.

### **2016/17 ANNUAL REVENUE BUDGET**

A report was submitted by the Chief Financial Officer outlining the budget proposal to the Health & Social Care Partnership Board for 2016/17 from NHS Greater Glasgow & Clyde and West Dunbartonshire Council.

After discussion and having heard the Chief Financial Officer in further explanation of the report and in answer to Members' questions, the Partnership Board agreed:-

- (1) to note that West Dunbartonshire Council's payment contribution to the budget for 2016/17 was £61.538m;
- (2) to note the proposed savings reduction of £0.994m;
- (3) to note the interim NHS Greater Glasgow & Clyde Health Care indicative net revenue budget contribution of £75.839m;

- (4) to note the proposed NHS Greater Glasgow & Clyde current set aside budget for 2016/17;
- (5) to note the earmarked reserves position;
- (6) to note the Integration Fund compliance statement reported within section 4.7;
- (7) to note West Dunbartonshire Council financial gaps identified for 2017/18 and 2018/19 and the impact to the Partnership Board's financial plan;
- (8) to note NHS Greater Glasgow & Clyde Health Board's financial plan position for 2016/17; and
- (9) to receive further updates in the development of the financial strategy in August 2016.

### **THE LOCAL AUTHORITY ACCOUNTS (SCOTLAND) REGULATIONS 2014**

A report was submitted for approval by the Chief Financial Officer providing an update on the Local Authority Accounts (Scotland) Regulations 2014.

After discussion and having heard the Chief Financial Officer in further explanation of the report and in answer to Members' questions, the Board approved:-

- (1) the proposed approach to complying with these regulations and,
- (2) to remit the Audit Committee with the authority to approve the annual accounts and to revise the terms of reference accordingly.
- (3) that the report will be referred to Audit Committee for noting.

The Board also noted the Audit Committee dates arranged under section 4.2 of the report for approval of both unaudited (15 June 2016) and audited accounts (14 September 2016).

### **PREPARATION OF STRATEGIC PLAN 2016 AND ONWARDS – UPDATE**

A report was submitted by the Head of Strategy, Planning & Health Improvement providing an update on preparations for the Partnership's second Strategic Plan.

After discussion and having heard the Head of Strategy, Planning & Health Improvement in further explanation of the report and in answer to Members' questions, the Partnership Board approved the roll-forward of the current Strategic Plan for the first six months of 2016/17, in anticipation of a new Strategic Plan being presented by officers as soon as the Health Board has confirmed its funding contribution as part of its normal budget setting process.

## **PARTICIPATION AND ENGAGEMENT STRATEGY 2016-2019**

A report was submitted by the Head of Strategy, Planning & Health Improvement presenting the Health & Social Care Partnership's Participation and Engagement Strategy 2016- 2019.

After discussion and having heard the Head of Strategy, Planning & Health Improvement in further explanation of the report and in answer to Members' questions, the Partnership Board agreed to endorse the Participation and Engagement Strategy 2016 – 2019.

## **INTEGRATED CHILDRENS SERVICES PLAN – ANNUAL REVIEW 2016**

A report was submitted by the Head of Children's Health, Care and Criminal Justice presenting the West Dunbartonshire Community Planning Partnership Integrated Children's Service Plan – Annual Review 2016.

After discussion and having heard the Head of Strategy, Planning & Health Improvement in further explanation of the report and in answer to Members' questions, the Partnership Board agreed to endorse the Integrated Children's Service Plan - Annual Review 2016.

## **WEST DUNBARTONSHIRE HOUSING CONTRIBUTION STATEMENT**

A report was submitted by the Head of Strategy, Planning & Health Improvement seeking approval of the West Dunbartonshire Housing Contribution Statement.

After discussion and having heard the Head of Strategy, Planning & Health Improvement in further explanation of the report and in answer to Members' questions, the Partnership Board approved the Housing Contribution Statement.

## **MINUTES OF MEETINGS FOR NOTING**

The undernoted draft Minutes of Meetings were submitted for information:-

- (a) Draft Minutes of Meeting of the Health & Social Care Partnership Board Audit Committee held on Wednesday, 23 March 2016;
- (b) Draft Minutes of Meeting of the Argyll, Bute and Dunbartonshires' Criminal Justice Social Work Partnership Joint Committee held on Thursday, 10 March 2016;
- (c) Draft Minutes of Meeting of the Clinical & Care Governance Group held on Wednesday, 23 March 2016;
- (d) Draft Minutes of Meeting of the Health & Social Care Partnership Locality Group for Clydebank held on Thursday, 21 April 2016;



- (e) Draft Minutes of Meeting of the Health & Social Care Partnership Locality Group for Alexandria & Dumbarton held on Friday, 18 March 2016;
- (f) Workshop Summary for the Health & Social Care Partnership Local Engagement Group for Clydebank held on Monday, 22 February 2016;
- (g) Workshop Summary for the Health & Social Care Partnership Local Engagement Group for Alexandria & Dumbarton held on Thursday, 3 March 2016; and
- (h) Draft Minutes of Meeting of the Joint Staff Forum held on Thursday, 28 April 2016.

The meeting closed at 1.10 p.m.